



Department of  
Zoning and Inspections



## Report of Zoning Violation

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
[www.winchesterva.gov](http://www.winchesterva.gov)

Telephone: (540) 667-1815  
FAX: (540) 722-3618  
TDD: (540) 722-0782

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Address of Reported Violation: \_\_\_\_\_

Emergency Request: ☐ Yes ☐ No  
Return E-mail Request: ☐ Yes ☐ No

Return Call Request: ☐ Yes ☐ No

Reporting Party Information\*

Name: \_\_\_\_\_ Telephone no. \_\_\_\_\_

Address: \_\_\_\_\_ Telephone no. \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_@\_\_\_\_\_

Description of Reported Violation *(If reported violation is **Overcrowding** please complete opposite side of this form)*

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\* - Please provide your name, telephone number or e-mail address when submitting a report of a zoning violation, so that City staff can provide updates to their investigation into your concerns. The City of Winchester maintains confidentiality of complainants and witnesses, pursuant to the laws mandated by the Commonwealth of Virginia.

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Call Returned: \_\_\_\_\_

Case Number: \_\_\_\_\_

# EXCESSIVE OCCUPANCY QUESTIONNAIRE

## City of Winchester

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
(540)667-1815

The following questionnaire offers a recommended guideline for reporting an excessive occupancy concern. Providing accurate and detailed responses to these questions will assist inspectors and City staff to more effectively target their investigative efforts and will expedite the City's ability to determine the existence of a violation related to your specific concern. Please feel free to contact the Department of Zoning & Inspections with any additional questions or concerns you may have.

1. How many permanent residents would you estimate are living at the address?  
\_\_\_\_\_
2. Specify the number of adults (males and females) and children, if possible.  
\_\_\_\_\_
3. Does the number of persons fluctuate? \_\_\_\_\_
4. If yes, please explain: \_\_\_\_\_
5. During what times of the day is the problem most noticeable? \_\_\_\_\_
6. How many entrances/exits are used at the residence? \_\_\_\_\_
7. How long has the overcrowding problem been occurring at this residence?  
\_\_\_\_\_
8. Please list the vehicle license plates or other available information related to the vehicles that are typically parked at the residence.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Do you notice an unusually large amount of trash placed in front of the residence on trash collection days? \_\_\_\_\_
10. Does the property appear to be a "rental" property? \_\_\_\_\_
11. Are there any other noticeable property maintenance, noise, or parking concerns?  
If so, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_